

Quiz: Board/Staff Role

Who's in charge here? Use this quiz to help determine the level of common understanding within your organization about the relative roles of your board and your staff. There are no absolute right or wrong answers to these questions. What's important is that all participants in your organization share the *same* answers.

Instructions Have each member of the board, plus the executive director and other senior staff, independently complete this quiz. For each, indicate whether it is primarily performed by or initiated by the **board**, or by **staff**. Then compare your answers. A few discrepancies among your answers indicate areas where your roles may not be fully understood. A moderate number of discrepancies indicate that your roles are not well understood, and warrant clarification. And a high level of discrepancies indicates a significant disagreement about your roles. A group discussion, focusing on a responsibilities statement for the board (and possibly job descriptions for senior staff) is warranted. This discussion would best be conducted with facilitation by an objective expert.

Common Nonprofit Functions

1. _____ Develop an annual budget.
2. _____ Approve the annual budget as a matter of policy.
3. _____ Make hiring decisions for staff other than the Executive Director.
4. _____ Develop new programs or services.
5. _____ Assess the performance of the board
6. _____ Assess the performance of the executive director.
7. _____ Complete the federal 990 tax report and other government reports.
8. _____ Approve the 990 tax report for submission.
9. _____ Set the Mission for the organization.
10. _____ Establish policy regarding programs.
11. _____ Set the agenda for the Board meetings.
12. _____ Monitor income and expenses on a daily basis.
13. _____ Set policy regarding the role of the Board.
14. _____ Select the auditor.
15. _____ Revise the organization's mission statement.
16. _____ Exercise fiduciary oversight of the organization.
17. _____ Identify, recruit and select new Board members.
18. _____ Create a fundraising plan.
19. _____ Assure that the organization balances its mission with the resources available.
20. _____ Engage in day-to-day management of the organization.